

TOWN OF MILFORD - JOB DESCRIPTION

JOB TITLE:	Recreation Program Coordinator	Grade Level:	12
CLASSIFICATION:	Non-Exempt		

<u>Job Description:</u>	Under the general supervision of the Recreation Director, direct the outlining and implementation of a diversified recreational program within the resources of the community. Also serves as the department representative in the Recreation Director's absence. As an agent of the Town of Milford, the Recreation Director is vested with the authority to order a person (or persons) to leave (or not to enter) Town of Milford property in order to follow Federal or State laws, or Town of Milford ordinances, rules and regulations in accordance with NH RSA 635:2.
<u>Accountability:</u>	Reports to the Recreation Director.
<u>Equipment Used:</u>	Telephone, computer, including word processing, spreadsheet, registration and scheduling software; calculator; copy and fax machine; postage meter; cell phone; automobile; various sports equipment used in recreation programs.
<u>Environment:</u>	Inside: <u>50</u> % Outside: <u>50</u> %

Duties and Responsibilities:

<p>Note: Except as specifically noted, the following functions are considered essential to this position. The listed duties, however, are not meant to be a complete listing of the duties which may be undertaken by this position.</p>	<ol style="list-style-type: none"> 1. Plans, organizes, schedules, implements and evaluates year-round activities and events for the department. 2. Assists the Recreation Director with recruiting, training, supervising, and evaluating staff and volunteers for department programs, activities and special events. 3. Monitors conditions, needs, and trends affecting recreation programs and facilities. Attends meetings and conferences required to keep up with trends. Meets with community groups to gather ideas and discuss plans. 4. Creates program records such as contracts, schedules and payroll documentation to ensure they are accurate, up-to-date, and properly filed. 5. Coordinates and reserves all indoor and outdoor facility use for department, and other, programs, activities, and special events; facilitates prioritization of field space and building use. 6. Coordinates advertising and marketing for department programs and events including press releases, social media outreach, department email lists and program guides. 7. Maintains office coverage to handle registrations, inquiries, requests and complaints from the public regarding recreation and facilities bookings. 8. Carries out customer service related activities including answering questions through phone, email and social media contact. 9. Helps customers navigate on-line registration system as needed. 10. Performs other related duties as required.
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Physical Activity Requirements: Frequently, Occasionally, Seldom, Rarely or Not Required

PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs.:	Frequently
LIFT 11 to 25 lbs.:	Frequently
LIFT 26 to 50 lbs.:	Frequently
LIFT over 50 lbs.:	Occasionally
CARRY up to 10 lbs.:	Frequently
CARRY 11 to 25 lbs.:	Frequently
CARRY 26 to 50 lbs.:	Frequently
CARRY over 50 lbs.:	Occasionally
REACH above shoulder height:	Frequently
REACH at shoulder height:	Frequently
REACH below shoulder height:	Frequently
PUSH/PULL:	Frequently

OTHER PHYSICAL CONSIDERATIONS

Twisting	Occasionally
Bending:	Frequently
Crawling:	Occasionally
Squatting:	Occasionally
Kneeling:	Occasionally
Crouching:	Occasionally
Climbing:	Occasionally
Balancing:	Occasionally

WORK SURFACE(S)

Standard office work station and chair.
Computer/copier/printer
All indoor and outdoor work surfaces.

HAND MANIPULATION

Grasping:	Occasionally
Handling:	Occasionally
Torquing:	Occasionally
Fingering:	Occasionally
Controls and Equipment:	Frequently **

Controls & Equipment**

✓ Computer, Typewriter, Telephone Fax Machine, Copy Machine, Calculator

DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:

	Consecutive Hours	Total Hours
	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Sit	2-3	4-5
Stand	1-2	2-3
Walk	1-2	2-3

Cognitive and Sensory Requirements:

Talking:	Necessary for communicating with others.
Hearing:	Necessary for receiving information and instructions.
Sight:	Necessary to perform job effectively.
Tasting & Smelling:	Not necessary in the performance of essential job functions.

Specific Vocational Preparation Requirement(s):

Short demonstration only	Any "beyond short" demonstration up to and including 30 days.	30-90 days
91-180 days	181 days to 1 year	X 1 to 2 years
2 to 4 years	4 to 10 years	Over 10 years
Required:	<ul style="list-style-type: none"> Duties require knowledge of recreation programs equivalent to 1 to 3 years of related experience. Bachelor's degree preferred, or equivalent combination of education and experience. Successful completion of a criminal records check. 	
Experience	<ul style="list-style-type: none"> Knowledge of modern recreation practices, procedures, and equipment. 	

	<ul style="list-style-type: none"> • Ability to learn departmental rules, procedures, and functions. • Knowledge of and ability to learn computer, use computer applications to include Microsoft Office applications, Sportsman database, Adobe Acrobat, website/social media updates and general internet research capabilities. • Ability to handle multiple projects, deal with interruptions, adjust and schedule priorities as required, meet deadlines, and work independently. • Ability to communicate effectively with various age groups and the public. • Ability to lead and instruct youth, adults, and seniors in a variety of recreational activities. • Ability to maintain confidentiality of departmental information.
<u>Supervisory experience:</u>	n/a
<u>Licensure/Certification Requirements:</u>	Must possess or be willing to obtain CPR/AED and first aid certifications. Valid NH Driver's License
<u>Other Training, and/or related Skills</u>	n/a

Summary of Occupational Exposures:

<u>Summary of Occupational Exposures:</u>	<ul style="list-style-type: none"> • Four season weather conditions, pool chemicals, possible poisonous plants and insects. • Copier toner, cleaning fluids and correction fluid.
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Other Considerations and Requirements:

<u>Other Considerations and Requirements:</u> <ul style="list-style-type: none"> • Involves occasional evening and/or weekend hours. • Involves occasional holiday hours. • Successful completion of a criminal records check. • The physical demands of the duties described are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. • This position requires the projection of a positive attitude and image about the Town of Milford, a pleasant demeanor, and a commitment to serve the public.
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I acknowledge receipt of this job description and understand the functions of the position as specified above. I understand the duties and responsibilities of the job description are not all inclusive, but representative of the position.

Signature

Date

This job description was reviewed and approved by Dept Manager and HR on	2/4/16
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